



Job Opportunity

State Controller's Office

Position: Staff Services Analyst (General)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: June 29, 2004

Final Filing Date: until filled

Contact/Telephone:

Sharon Noriega, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. All appointments are subject to the State Hiring Freeze.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-5157-XXX
Ref 0628-CSU1.36

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by the Manager of the Claim Evaluation Section of Consumer Services Unit, Bureau of Unclaimed Property, the incumbent is responsible for acting as a functionary of management providing analytical support relating to the Unclaimed Property Program. The incumbent will develop reports and/or operational analysis of average complexity regarding program efficiencies, and assist in the development and monitoring of new processes designed to improve customer service responses and/or program flexibility. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Assist in the assessment of program processes and aid in the development of improvements designed to enhance program efficiencies;
- Compile and evaluate production and workload information using appropriate software, and submit findings to supervisor;
- Provide analytical support to management by assisting in future workloads assessments and recommend modifications to improve time lines;
- As required, conduct studies related to the Unclaimed Property Program that may include review of legal requirements under the law and provide recommendations for enhancements and/or process requirements; study existing program forms, memoranda, and/or database and develop a report or an assessment as to the functionality and effectiveness to the program needs;
- Assisting in the development of outlined processes; write procedures, and updates manuals to reflect current statutes, regulations, policies, and practices;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Provide analytical support to the Bureau in the training of staff and development of procedures;
- Prepare and present reports and correspondence, documenting observations, factual data, alternatives, and conclusions in response to program-related inquiries;
- As a team or work group member, represent the Bureau having divisional, departmental and/or statewide impact on the Unclaimed Property Program.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resources Office

300 Capitol Mall, Suite 619

Sacramento, CA 95814

Attn: Sally Lim

Reference Number 0628-CSU1.36 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the employment Application STD 678).